

**URBAN AREA PLANNING COMMISSION
MEETING MINUTES
August 10, 2016 – 6:00 P.M.
Council Chambers**

1. ROLL CALL:

The Urban Area Planning Commission met in regular session on the above date with Chair Gerard Fitzgerald presiding. Vice Chair Jim Coulter and Commissioners Loree Arthur, David Kellenbeck, Lois MacMillan, and Dan McVay were present. Commissioners Blair McIntire, and Robert Wiegand were absent. Also present and representing the City was Parks & Community Development (hereafter: PCD) Lora Glover.

2. ITEMS FROM THE PUBLIC: None.

3. CONSENT AGENDA:

a. MINUTES: July 27, 2016

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b. FINDINGS OF FACT:

**I. 405-00103-16 – Development Code Text Amendments Articles 2, 10 and
19 Planning Commission Findings of Fact – Type IV**

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II. 104-00102-16 – Blackberry Lane Subdivision Tentative Plan

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MOTION/VOTE

Commissioner Kellenbeck moved and Commissioner McVay seconded the motion to approve the consent agenda and from July 27, 2016 as presented. The vote resulted as follows: “AYES”: Chair Fitzgerald, Vice Chair Coulter, and Commissioners McVay, Arthur and Kellenbeck. “NAYS”: None. Abstain: Commissioner MacMillan. Absent: Commissioners McIntire and Wiegand.
The motion passed.

4. PUBLIC HEARINGS:

- None.

5. OTHER ITEMS/STAFF DISCUSSION:

- Lora let the commission know that Stephen M R Covey will be coming to Grants Pass on September 16th, if any commissioners would like to attend please let Lora know. She has tickets available out of the training budget.
- The Tree Committee would like to revise the landscaping requirements, specifically with commercial projects, in order to get an adequate canopy. They would like parking lots like Winco and Home Depot to have a larger canopy. Lora discussed the possibility of giving future development flexibility to cluster trees rather than one every 10 spaces. The tree committee would also like to see larger landscaping islands. Jim Love provided comments and a wish list for the commission to review. The tree committee also made mention of concerns about the condition of the existing trees in some of the parking lots. Lora let the commission know that city staff can start drafting an amendment for review.
- Commissioner Fitzgerald asked if anyone has approached the businesses. Lora let the commission know that they have not yet, they will be reaching out to them about the existing trees getting damaged and not receiving adequate care.
- Commissioner Fitzgerald asked about the planter size. Lora said there is a minimum standard, but we may need to increase the standards. Mr. Love is making suggestions to modify the standards.
- Lora let the commission know that Jeff said this is a hard area for new trees, especially in the hardscape with the heat. The idea to cluster may help to increase the canopy density as well as to help the trees thrive.
- Commissioner MacMillan asked if the businesses with the dying trees are currently not meeting standards. Lora let her know that the trees may need to be replaced but that happens at times, city staff will be reaching out to them to make sure they meet the standards of care. Commissioner MacMillan asked if the landscaping will change due to the new buildings at the Winco complex. Lora let her know that the landscaping was approved under the Winco application; they will just need to maintain what is already in place.
- Lora let the commissioner know that there will be an open house on the Allen Creek Road improvements. It will be held next Tuesday from 4-6pm at the Josephine County Public Works office. The proposed road designs are in the packet that Lora gave to the commissioners. City staff sent out notices and surveys to the property owners and neighbors. Over 400 notices went with a

survey for preferences. They have been getting 30-40 people on each open houses, but they wanted more feedback and sent out survey with postage paid postcard to return to see what preferences were. City staff will tally up the survey results and take it forward to Council for a final decision on the street design.

- Lora invited the commissioners to attend the open house if they would like or she can give an update with the results after.
- The city will be unable to put a soccer complex in at Allen Creek due to the need for future development for Allendale School. They are working on putting a soccer complex at Gilbert Creek Park and possibly entering into an IGA for the school to use it.
- Commissioner Coulter asked if the trees and shrubs that aren't cutting it be planted in the fall. Lora said that the City could condition it but they would need to put down a deposit and get refunded at a later date after the landscaping was put in place. They usually don't want to do that and would rather get it done at the time.
- The commission asked what the last page of the packet shows. Lora let them know it was a rendition of a location access plan that Tom drafted. It is there to show how future properties can be developed. Staff would like to eliminate as many private streets that would come straight out to Allen Creek and this is a suggestion of how the subdivisions can connect to each other. This plan is not set in stone and is just an initial concept.

6. ITEMS FROM COMMISSIONERS:

- The commission would like to know when each position will be up for renewal. Blair McIntire for 8/29/2016 and Dan McVay for 9/26/2016 are up for immediate renewal. The rest are as follows: David Kellenbeck - 12/01/18, Loree Arthur - 05/18/19, Robert Wiegand - 1/05/19, Lois MacMillan - 11/18/17, Jim Coulter - 07/16/18, and Gerard Fitzgerald - 08/26/19. Lora will send the current roster to the commissioners.
- The commission would like a review of parking requirements for offices. Commissioners Arthur and MacMillan both feel that there isn't enough parking available, specifically in the Hawthorn to Hillcrest area. Lora brought up that the

commission actually reduced the parking regulations during the last code amendment with part of the urban growth boundary. There is now you only one space necessary per residential dwelling as before it was based on the number of bedrooms.

- Commissioner MacMillian doesn't feel that there is sufficient parking and disagreed when Tom brought it forward the last time. She is concerned about how conditions will be when Allcare comes in.
- Lora let the commission know that they will be going through Valley Lights for the fourth time and there will be density increases. They are proposing extra parking on one side but not the other. She would like to see it implemented that in the future that do not allow private streets that do not have parking off of arterials that do not have parking. Staff is looking at reviewing that. They are also looking at removing bike lanes on Gladiola to provide parking for the residents there.
- In order to change the parking regulations the commission would need to go back through the amendment process to change the development code.

MOTION/VOTE

Commissioner Arthur moved and Commissioner Kellenbeck seconded the motion to request that Tom revisit the changes that were made for parking throughout the city. The vote resulted as follows: "AYES": Chair Fitzgerald, Vice Chair Coulter, and Commissioners McVay, Arthur, MacMillan, and Kellenbeck. "NAYS": None. Abstain: None. Absent: Commissioners McIntire and Wiegand.


**The motion
passed.**

- Commissioner Coulter would like to hold a workshop on days that are slow like today. There will be subdivisions coming up and goal setting. They will schedule for the next meeting that either has a minor public hearing or no public hearing like this meeting.

7. ADJOURNMENT:


Chair Fitzgerald adjourned the meeting at 6:43 P.M.

Next Meeting: August 24, 2016



Gerard Fitzgerald, Chair

Urban Area Planning Commission



Date

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.